1425 Access Point Decision Report

1425.01 General

It is in the public's interest that the state's freeways be maintained and protected to provide the highest practical level of service in terms of safety and mobility. Federal laws and both FHWA and WSDOT policies require a formal request, with an Access Point Decision Report, for any access point revision that might adversely affect through traffic on a freeway in Washington State. The report is used for a decision-making process and documents the planning, evaluation, design, and coordination that support and justify the request.

In theory, a transportation project such as a new interchange would begin with a study of a large section of the freeway system to determine existing and future access needs. The needs would become part of a statewide plan. Alternatives would be suggested and evaluated. Preliminary proposals would be selected and evaluated. A final proposal would be selected, analyzed, approved, designed, constructed, maintained, and monitored.

But that is not always the source of a proposal.

If a revised access point proposal is not the result of system planning, then the process of evaluating the alternative has to go back to the beginning to study the system throughout the affected area and determine whether or not an access point revision will be the best reasonable alternative. Sometimes it is not — for example, because it would interfere with Interstate travel, or because modifications to the local surface system would be a better and more reasonable solution for accommodating local traffic.

For all but the simplest projects, WSDOT recommends that a support team be used to help integrate the planning, programming, and design efforts that lead to development of a proposal. The Project Definition process, Value Engineering studies, public involvement efforts, environmental analyses, and analyses for the Access Point Decision Report all use similar data and try to find the best way to meet the needs. The team is charged with achieving creative and reasonable identification of possible alternatives — guiding selection of the best from the alternatives to develop a proposal — and providing guidance from potential reviewers to the decision report developers in order to streamline the report-development process and meet the reviewers' requirements.

An Access Point Decision Report is a stand-alone decision document that includes all supporting information for ready reference by those reviewing the request. (For example, information drawn from the planning documents and the Project Summary is included.) It includes information about the proposed project that includes the access point revision and information about all other improvements that are needed for the access revision to function as intended.

After the Access Point Decision Report is reviewed, if the revised access proposal is acceptable it is given a *finding of engineering and operational acceptability* and approved concurrently with the appropriate environmental documents.

For consistency, this chapter provides the sequence of presentation and guidance for developing the required documentation.

1425.02 References

Notice of policy statement: "Additional Interchanges to the Interstate System," Federal Highway Administration notice published in the Federal Register, October 22, 1990. (Vol. 55, No. 204)

Notice of policy statement: "Additional Interchanges to the Interstate System," Federal Highway Administration notice published in the Federal Register on Wednesday, February 11, 1998. (Vol. 63, No. 28) (Accessible in http://www.access.gpo.gov/su_docs/fedreg/a980211c.html, under FHWA notices, "Interstate system, additional interchanges, policy statement, 7045-7047.")

United States Code 23 USC section 111

Code of Federal Regulations 23 CFR part 450 (implementing 23 USC section 111)

Code of Federal Regulations 40 CFR parts 51 and 93 (regarding federal conformity with state and federal air quality implementation plans)

Highway Capacity Manual, Special Report No 209 (HCM), Transportation Research Council

Forcasting and Methods Matrix, WSDOT (when available)

1425.03 Definitions

alternatives Possible components of a proposal — including design options, locations, and travel demand management and transportation system management type improvements such as ramp metering, mass transit, and high occupancy vehicle (HOV) facilities.

access point Any point that allows entrance to or exit from the traveled way of a freeway. (This includes "locked gate" access.)

access point revision A new access point, a change in existing interchange/intersection configuration, or the relocation of an existing access point.

freeway For this chapter only, a *freeway* is any multilane divided highway with limited access control that is on the Interstate System or the Washington State Highway System.

need For this chapter only, an existing or anticipated travel demand requiring a change in access to the state's freeway system.

proposal The combination of alternatives that is being submitted for approval by way of a request and an Access Point Decision Report. A proposal would have one or more projects involving access point revision alternatives and other projects and actions necessary for the needs to be addressed and the access revisions to function as intended.

traveled way The portion of the roadway intended for the movement of vehicles, exclusive of shoulders and lanes for parking, turning, and storage for turning.

1425.04 Procedures

Figures 1425-1a and 1b list the project types most likely to affect freeway efficiency, thus requiring a formal request and an Access Point Decision Report. Figure 1425-2 lists the project types least likely to require a request and decision report. If there is any question whether an Access Point Decision Report is required, consult the OSC Access and Hearings Engineer and, if on the Interstate System, the FHWA Transportation and Environmental Engineer.

Gaining acceptance and approval for an access point revision is a multistep process. (See the Access Point Decision Report Flow Chart, Figures 1425-3a and 3b.)

(1) The first step: to identify needs and develop a proposal. When going through the process of developing a proposal, it is important to use the data and analysis methods required for an Access Point Decision Report in order to easily document the process.

(a) Are there existing or anticipated needs? Might a new or revised access point be an appropriate solution (Figure 1425-3a, box 1)?

(b) If the proposed solution includes an access point revision, determine whether the proposed access point revision is reflected in a Regional Transportation Improvement Plan, a Metropolitan Transportation Improvement Plan, or the State Highway System Plan, or whether it is the result of a developer, local agency, or regional request. If needed, conduct a comprehensive freeway study, revisit the land use and transportation plans, and revise the State Highway System Plan to include the need for an access point revision (Figure 1425-3a, boxes 2 and 3).

(c) Establish a support team for all new access points and for major revisions to existing access points (Figure 1425-3a, box 4). The core decision-making team consists of:

- FHWA Transportation and Environmental Engineer (if Interstate)
- Region's Design or Project Development Engineer
- OSC Assistant State Design Engineer
- OSC Access and Hearings Engineer
- OSC Traffic Office representative
- Representative of the proponent
- Recorder

The core team is encouraged to call upon specialists as needed, for example:

- Metropolitan Planning Organization
- WSDOT region
  - Planning
  - Environmental
  - Traffic
  - Maintenance
  - Safety
  - Access Point Decision Report writer
- OSC
  - Design
  - Bridge
  - Geotechnical
- Local agencies
- Transit agencies

The team's role is to:

- Develop a charter that includes the processes for reaching consensus, resolving disputes, and assigning responsibility for final decisions when consensus is not reached.
- Expedite the decision report development and review process through early communication and agreement.
- Provide guidance and support.
- Contribute to identification of possible alternatives.
- Define the study and decision report parameters.
- Ensure compatibility of data used in various studies.
- Agree on impact areas and travel forecasts for each of the alternatives being considered.
- Help integrate the Project Definition process studies, Value Engineering studies, public involvement efforts, environmental analyses, operational analyses, and analyses for the Access Point Decision Report. This can encourage use of consistent data.
- Address deviation issues. (Representatives from approving agencies participate in problem-solving.)
- Provide conclusions promptly, in writing, to the persons preparing the Access Point Decision Report.
- Contribute material for the decision report that documents the opposing point of view when consensus was not reached.
- Review results.

(2) The second step: to prepare a detailed decision report using the guidance in 1425.05 "Access Point Decision Report and Supporting Analyses" (Figure 1425-3a, boxes 5 through 9).

The Access Point Decision Report usually addresses eight specific policy topics in detail. (See Figures 1425-1a and 1b for exceptions.) They are, in order of presentation:

1. Future Interchanges
2. Land Use and Transportation Plans
3. Reasonable Alternatives
4. Need for the Access Point Revision
5. Access Connections and Design
6. Operational and Accident Analyses
7. Coordination
8. Planning and Environmental Processes

The extent of the decision report varies considerably with the scope of the access point revision. For example, for locked gates and emergency temporary access to sites normally accessed by another route, the application for approval may be condensed to a letter format that includes adequate justification.

The Access Point Decision Report is begun early in the environmental process because it's analyses help define the area of impact and the range of alternatives. Since the traffic data required for NEPA or SEPA and the operational analyses of the decision report are similar, these documents are usually developed together using the same data sources and procedures.

(3) The third step: acceptance based on an Access Point Decision Report that defines the proposed access point revision and other needed modifications to the main line and the local surface system to protect freeway operations and safety.

The region, with the help of the support team, prepares the Access Point Decision Report and submits four copies (two for non-Interstate) to the Access and Hearings Engineer (in the Design Office, Olympia Service Center) for review and submittal for acceptance and approval. When the access point revision is on an Interstate freeway, regardless of funding sources, the State Design Engineer submits the decision report to FHWA with a request for acceptance and approval (Figure 1425-3b, box 10).

Acceptance of the proposed access point revision by FHWA or the State Design Engineer is a *finding of engineering and operational acceptability*. For state routes, the State Design Engineer's acceptance is given concurrently with environmental approval (Figure 1425-3b, boxes 11 through 14).

Some Interstate access point revisions are reviewed by FHWA at the local divisional level in Washington State and consequently require less time for a determination of acceptability and final approval. Others are reviewed by the Federal Highway Administrator in Washington, DC, and can require a more protracted review and acceptance process. See Figure 1425-1b for details.

FHWA final approval requires that the National Environmental Policy Act (NEPA) procedures are followed. The NEPA procedures are accomplished as part of the normal project development process and as a condition of the access approval. Final access point approval cannot precede the completion of the NEPA process. To offer maximum flexibility, however, any proposed access point(s) may be submitted for a determination of engineering and operational acceptability prior to completion of the NEPA process. A determination can be made as to whether or not a proposal is acceptable for inclusion as an option in the environmental process.

(4) The fourth step: for Interstate projects, is the FHWA final approval of the access point revision that is given concurrently with the local division level environmental approval (as in the case of a Record of Decision) or as part of the NEPA approval (Figure 1425-3b, box 15).

1425.05 Access Point Decision Report and Supporting Analyses

Begin the Access Point Decision Report with an executive summary. Briefly state what access point revision is being submitted for a decision and why the revision is needed. Include a brief summary of the proposal and the impacts and mitigative measures of the proposal.

For any new access point on an existing freeway to be considered for acceptance and approval, all eight policy points must be addressed in the Access Point Decision Report. If the project modifies an existing access point, see Figures 1425-1a and 1b for the required policy points. (See Figure 1425-2 for project types that might not require a decision report.)

Follow the summary statement with a numbered outline representing the eight policy points being covered in the decision report. In the outline, provide a sentence or two that very briefly answers each policy point's question. If one of the eight policy points is not included, briefly justify its omission. Figure 1425.1a or 1b might be referenced as justification or, for instance, if there are no documents for number seven, its

outline entry might read: "**7. Coordination.** No developers are involved and no work on the local system is proposed."

All eight policy points are provided numbered tabs in the decision report. The Access Point Decision Report must be assembled in the numbered order. An empty tab is justified in the outline.

The following guidance for each policy point is written for the most extreme condition — a new interchange in an urbanized area. The scope of the analyses and documentation need not be as extensive for more modest access point revisions. Factors that affect the scope include location (rural or urban), access points (new or revised), ramps (new or existing), ramp terminals (freeway or surface system), and intersections (revise or replace with interchange or over/undercrossing).

The following guidance on the preparation of the decision report applies to routes in both rural and urban areas.

Each of the policy points is part of the decision report to answer the question given at the beginning of the discussion.

(1) Future Interchanges

Is the proposed access point revision compatible with a comprehensive network plan?

In areas where the potential exists for future multiple interchange additions, support all requests for revised access points by a comprehensive freeway network study with recommendations that address all proposed, reasonable, and desired access points within the context of a long-term plan for that area.

In larger urban areas, regional plans might be too generalized to specify individual interchanges. To plan the relative priority of new access points, a plan refinement study or traffic circulation study must be completed.

The study must demonstrate that the proposed revised access point is compatible with other feasible new access points that have already been proposed.

Reference and summarize any comprehensive freeway network study, plan refinement study, or traffic circulation study.

Explain the consistency of the proposed access point revision with those studies.

(2) Land Use and Transportation Plans

Is the proposed access point revision compatible with all land use and transportation plans for the area?

Show that the proposal is based on consideration of and is consistent with local and regional land use and transportation plans. Before final approval, all requests for access point revisions must be consistent with the metropolitan and/or statewide transportation plan, as appropriate. (See Chapter 120.)

Reference the existing and proposed land use plan and the regional and local transportation plans and studies that apply to the area.

Explain the consistency of the proposed access point revision with those plans and studies, the applicable provisions of 23 CFR Part 450, and the applicable transportation conformity requirements of 40 CFR Parts 51 and 93.

If the proposed access is not specifically referenced in the transportation plans, define its consistency with the plans and indicate the process for the responsible planning agency to incorporate the project. In urban areas, the plan refinement must be adopted by the metropolitan planning organization (MPO) before the project is designed.

The proposed access point revision will affect adjacent land use and, conversely, land use will affect travel demand generated. Therefore, reference and show compatibility with the land use plans, zoning controls, and transportation ordinances in the affected area.

(3) Reasonable Alternatives

Have all reasonable alternatives been assessed and provided for?

Explain how the preferred proposal provides for all reasonable alternatives that are currently justified and includes provisions to accommodate alternatives that meet the identified future (design year) needs. (For example, if ramp metering and an HOV bypass meet future needs, they are provided for by constructing adequate storage or by acquiring adequate right of way for future construction.) Future projects must be coordinated as described in policy point 7 below.

Describe all reasonable alternatives that have been considered — the design options, locations, and transportation system management type improvements (such as ramp metering, mass transit, and HOV facilities) that have been assessed.

Describe alternatives that were proposed and then rejected as being unreasonable.

Explain why omitted reasonable alternatives were dismissed.

(4) Need for the Access Point Revision

What are the current and projected needs and why won't the existing access points and existing or improved local system meet the needs? Is the anticipated demand short or long trip?

Provide a narrative section that describes the need for an access point revision and explains why existing access points do not address the need and how the proposal does meet the anticipated travel demand. Provide the analysis and data to support the access request.

(a) **Narrative.** Describe the needs being addressed and describe the proposal in detail. Include all reasonable alternatives for design options, location, and travel demand management and transportation system management type improvements that are proposed to address the needs. Show that any alternative that might affect the need for the proposal has been considered in the needs analyses.

Show that the existing interchanges/intersections and the local surface system can neither provide the necessary access nor be improved to satisfactorily accommodate the design-year travel demands. Describe traffic mitigation measures considered at locations where the level of service is or will be below service standards.

Show that the access point revision portion of the proposal is primarily to meet regional (not local) travel demands. Distinguish between local and regional traffic (trip link and/or route choice).

(b) **Analysis and Data.** The data analysis procedures and study areas used must be acceptable to the support team.

Show that a preliminary (planning level) analysis, comparing build to no-build data, was conducted and included the following steps:

- Define the study areas. The proposed access point revision will affect adjacent land use and, conversely, land use will affect travel demand generated. For a possible new interchange, there might be more than one study area depending on build/no-build options and the associated land use development levels.
- Develop current and design year (20 years from start of construction) peak hour traffic estimates for the regional and local systems in the subarea of the proposal. Use regional transportation planning organization based forecasts refined, as necessary, by accepted travel demand estimating procedures. Forecasts for specific ramp traffic can require other methods of estimation procedures and must be consistent with the projections of the travel demand models. (See the *Forcasting and Methods Matrix*, when available.)
- Identify the origins and destinations of trips on the local systems, the existing interchange/intersections, and the proposed access.
- Assign the appropriate travel demand to improvements that might be made to:

- The surface system such as: widen, add new surface routes, coordinate the signal system, control access, improve local circulation, or improve parallel roads or streets.
- The existing interchanges such as lengthen or widen ramps, add park and ride lots, or add frontage roads.
- The freeway lanes such as add collector-distributor roads or auxiliary lanes.
- Transportation system management and travel demand management measures.

- Describe the current and design year level of service at all affected locations within the study area; including local systems, existing ramps, and freeway lanes.

(5) Access Connections and Design

Will the proposal provide fully directional interchanges connected to public roads, spaced appropriately, and designed to full design level geometric control criteria?

Wherever possible, provide for all directions of traffic movements. The intent is to try to provide full movement at all interchanges. Less than fully directional interchanges for special-purpose access for transit vehicles, for HOVs, or to or from park and ride lots will be considered on a case-by-case basis.

A proposed interchange access must connect to a public highway, road, or street.

Discuss interchange spacing and how the proposed access point relates to present and future proposed configurations and the spacing recommendations.

Show that the proposed access point revision will be designed to meet or exceed current full design level (Chapters 325, 440, 640, 940, and 1050, for example). Present the information in sufficient detail to be used for an operational analysis. For example, include the number of lanes, horizontal and vertical curvature, lateral clearance, lane width, shoulder width, weave distance, ramp taper, and all traffic movements, if appropriate. This information is presented as a simple sketch or a more complex layout depending on the complexity of the proposal. Construction plans, specifications, and estimates of quantities are not necessary.

When existing nonstandard features are to be retained, explain why they are nonstandard and justify the decision not to improve them to standard. The support team helps determine the extent of reconstruction to be proposed and rules on any suggestions regarding deviations for new work that are being considered to become part of the proposal.

Show that all new ramp terminals will be designed to meet or exceed current state and local full design level geometric control criteria.

(6) Operational and Accident Analyses

How will the proposal affect safety and traffic operations now and for the next 20 years?

The support team plays a critical role in operational and accident analysis decisions such as selecting appropriate procedures, defining affected areas, selecting appropriate data, and defining “significant adverse impact.” These are project-specific decisions.

The reporting for policy point six is documentation of the procedures used to do the operational and accident analyses and the results that support and justify the proposal.

Once the (preferred) proposed access revision has been selected, show that it will not have a significant adverse impact on the (a) operation and (b) safety of the freeway and the affected surface system, or that the impacts will be mitigated. If this cannot be shown, the needs and alternatives are revisited, using more detailed information, to develop a different proposal.

Show that the analysis procedures and study areas used are acceptable to the support team.

Document the results of the following analyses in the decision report as appropriate:

- An operational analysis for both the opening and design years of the existing freeway and the affected surface system.

- An operational analysis for both the opening and design years of the proposed future freeway and the affected surface system for the preferred proposal.
- An accident analysis for both opening and design years of the existing freeway and the affected surface system, and for the proposed future freeway and affected surface system.

The data used must be consistent with the data used in the environmental documentation. If not, provide justification for the discrepancies.

(a) **Operational Analyses.** Demonstrate that the proposal does not have a significant adverse impact on the operation of the freeway or the adjacent affected surface system or that the impacts will be mitigated.

Use appropriate operational analysis procedures. For complex urban projects, a refined model might be necessary. As a minimum, the latest accepted *Highway Capacity Manual* (HCM) might be appropriate. Any procedure used must provide a measure of effectiveness compatible with the HCM. Include data sufficient to allow independent verification of the results by using the HCM.

All (design level) operational analyses shall be of sufficient detail and include sufficient data and procedure documentation to allow independent analysis and concurrence during FHWA or OSC evaluation of the proposal.

Prepare a sketch or layout displaying adjacent affected facilities and the following data. Include this sketch or layout in the body of the decision report where it is readily available to the reviewers. Show:

- Distances between intersections or ramps of a proposed interchange and that of adjacent interchanges.
- Design speeds.
- Grades.
- Truck volume percentages on the freeway, ramps, and affected roadways.
- Adjustment factors (peak hour factors, etc.).
- Freeway, ramp, and affected surface system traffic volumes (including turning volumes) forecasts for each option, including a "no-build" scenario, in the AM and PM peaks (also, noon peaks, if applicable) and average daily traffic (ADT), for the opening and design year.
- Current year (report year) traffic volumes based on traffic counts.
- Main line, ramp, and affected surface system lane configurations.

The required minimum limits of the analysis on the freeway are through the adjacent and proposed interchanges/intersections on both sides of the access point revision unless it is documented that the proposal has no impacts on the adjacent interchanges/intersections. If the interchanges/intersections are closely spaced, it might be necessary to go beyond adjacent interchanges/intersections. In urban areas, extend the analyses far enough to include the extent of the traffic impacts.

The required limits of the capacity analysis on the surface system are the extent necessary to show that the system can safely and adequately collect and distribute any new traffic loads resulting from the access point revision. Expand the limits of the study area, if necessary, to analyze the coordination required with an in-place or proposed traffic signal system. Document the limits of the analysis as well as how the limits were established.

Document the results of analyzing the existing access and the proposed access point revision at all affected locations within the limits of the study area (such as, weave, merge, diverge, ramp terminals, accident sites, and HOV lanes) along the affected section of freeway (main line and ramps) and on the affected surface system. In the decision report, highlight the following:

- Any location for which there is a significant adverse impact on the operation or safety of the freeway facility (such as causing a reduction of the operational efficiency of a merge condition at an existing ramp,

introducing a weave, or significantly reducing the level of service on the main line due to additional travel demand) as well as what will be done to mitigate this adverse impact.

- Any location where a congestion point will be improved or eliminated by the proposal (such as proposed auxiliary lanes or collector-distributor roads for weave sections).
- Any surface system conditions that will affect traffic entering or exiting the freeway. If entering traffic is to be metered, explain the effect on the connecting surface system (for example, vehicle storage).
- When the existing facility does not meet the desired level of service, show how the proposal will improve the level of service or keep it from becoming worse than the future level with no change in access.

(b) **Accident analyses.** Demonstrate that the proposal does not have a significant adverse impact on the safety of the freeway or the adjacent affected surface system or that the impacts will be mitigated.

The required minimum limits of study are the same as for the operational analyses.

Identify all safety program (I2) locations. Where appropriate, identify accident histories, rates, and types for the freeway section and the adjacent affected surface system. Project the rates that will result from traffic flow and geometric conditions imposed by the proposed access point revision. Document the basis for all assumptions.

(7) Coordination

Are all coordinating projects and actions programmed and funded?

When the request for an access point revision is generated by new or expanded development (such as private developer or new park and ride lot), demonstrate appropriate coordination between the development and the changes to the transportation system.

Show that the proposal includes a commitment to complete the other noninterchange/ nonintersection improvements that are necessary for the interchange/intersection to function as proposed. For example, the local circulation system must be in place before new ramps are opened to traffic and there must be commitment to the travel demand management and transportation system management concepts included in the proposal. If future reconstruction is part of the mitigation for design year level of service, the reconstruction projects must be in the State Highway System Plan.

All elements for improvements must be shown to include a fiscal commitment and a definite time for completion.

If the access point is to be designed as a left-side connection for HOV use only, include a commitment to close the access, rather than to open it to general use, if the HOV demand is moved to another access point or it declines to a level that no longer justifies the access.

(8) Planning and Environmental Processes

What is the status of the proposal's planning and environmental processes?

All requests for access point revisions on Interstate freeways must contain information on the status of the planning process. Show that the following federal objectives have been considered and report the proposed project's relationship to meeting them.

Federal law (23 USC 111) requires that *"each state carry out a transportation planning process that provides for consideration of projects and strategies that will:*

(a) Support the economic vitality of the United States, the states, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.

(b) Increase the safety and security of the transportation system for motorized and nonmotorized users.

(c) Increase the accessibility and mobility options available to people and for freight.

(d) Protect and enhance the environment, promote energy conservation, and improve quality of life.

(e) Enhance the integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight.

(f) Promote efficient system management and operation.

(g) Emphasize the preservation of the existing transportation system."

All requests for access point revisions on freeways must contain information on the status of the environmental process. The following are just a few examples of status information that might apply.

- Are the environmental documents presently or soon-to-be submitted for approval?
- What applicable permits and approvals have been obtained and are pending?
- Are there hearings still to be held?
- Is the environmental process waiting for an engineering and operational acceptability decision?

1425.06 Documentation

A list of documents that are to be preserved [in the Design Documentation Package (DDP) or the Project File (PF)] is on the following website: http://www.wsdot.wa.gov/eesc/design/projectdev/

Project Type	Support Team	Policy Point								Accept-ance *	Approval *
		1	2	3	4	5	6	7	8		
Full and Partial Access Control (See Chapter 1420.)											
For Interstate Freeways										FHWA	FHWA
For Non-Interstate Freeways										OSC	OSC
New freeway-to-crossroad interchange in a transportation management area (1)	R	S F	S F	S F	S F	S F	S F	S F	S F	N or ✓	L or ✓
New freeway-to-crossroad interchange not in a transport-ation management area (1)	R	S F	S F	S F	S F	S F	S F	S F	S F	L or ✓	L or ✓
New partial interchange	R	S F	S F	S F	S F	S F	S F	S F	S F	N or ✓	L or ✓
New HOV direct access to and/or from the median	R	S F	S F	S F	S F	S F	S F	S F	S F	N or ✓	L or ✓
New freeway-to-freeway interchange	R	S F	S F	S F	S F	S F	S F	S F	S F	N or ✓	L or ✓
Modification to freeway-to-freeway interchange in a transportation management area (1)(2)	R	S F	S F	S F	S F	S F	S F	S F	S F	N or ✓	L or ✓
Modification to freeway-to-freeway interchange not in a transportation management area (1)(2)	R	S F	S F	S F	S F	S F	S F	S F	S F	L or ✓	L or ✓
Modification to interchange (3)	R	S F	S F	S F	S F	S F	S F	S F	S F	L or ✓	L or ✓
Addition of entrance or exit ramps that complete basic movements at existing interchange	R	S F	S F	S F	S F	S F	S F	S F	S F	L or ✓	L or ✓
Abandonment of a ramp (4)	R	S F	S F	S F	S F	S F	S F	S F	S F	L or ✓	L or ✓
Locked gate (Letter Format)	No			B	B	(5)	B			L or ✓	L or ✓
Emergency temporary access to site normally accessed by another route. (Letter Format)	No			B	B	(5)	B			L or ✓	L or ✓

See legend and notes next page. * See legend item next page.

Access Point Decision Report Content and Review Levels
Figure 1425-1a

Project Type	Support Team	Policy Point 1	2	3	4	5	6	7	8	Accept-ance *	Approval *
For Partial and Modified Access Control Freeways (See Chapter 1420.)										OSC	OSC
New intersection or access point, partial access control	R	S	S	S	S	S	S	S	S	✓	✓
New intersection or access point, modified access control	R			S	S	(5)	S			✓	✓
Change intersection to interchange or over/undercrossing (6)	R	S		S	S	S	S			✓••	✓••
Modify interchange with effects	R			S	S		S		(7)	✓	✓
Modify intersection with effects	R			S	S					✓	✓

* See 1425(3) regarding acceptance and 1425(4) regarding approval.

•• See Figure 1425-2 for exceptions

FHWA Federal Highway Administration.

OSC Olympia Service Center, Design Office. The Access and Hearings Engineer coordinates acceptance and approval.

B Brief (policy point) report item required.

✓ OSC acceptance and approval.

F On the Interstate system, a (policy point) report item required by FHWA.

L For Interstate, FHWA acceptance or approval at the local division level, which can be expected to take from 1 to 4 months, or longer, depending on the complexity of the project and its environmental processes.

N For Interstate, FHWA acceptance at the national level, which can be expected to take from 3 to 12 months, or longer, depending on the complexity of the project and its environmental processes.

R Recommended.

S On a non-Interstate route, a (policy point) report item required by the state.

Notes:

(1) A transportation management area is a county with a population greater than 200,000. In Washington they are Clark, King, Pierce, Snohomish, Spokane, and Yakima Counties.

(2) "Modification" includes changes in interchange configuration even though the number of access points does not change. Changing from a cloverleaf to a directional interchange is an example of a "modification." However, for non-Interstate, if the modification does not add new lanes and can be shown to have no adverse impacts, and the spacing and geometric control criteria requirements will be met, omit the request and document justification to the design file.

(3) Modifications that might adversely affect the level of service of the through lanes. Examples: doubling lanes for an on-ramp with double entry to the freeway; adding a loop ramp to an existing diamond interchange, replacing a diamond ramp with a loop ramp.

(4) Unless it is a condition of the original approval.

(5) Sketch only.

(6) Changing an intersection to an over/undercrossing if all conditions on Figure 1425-2 are met.

(7) Only if data is not consistent between the decision report and the environmental analyses.

Access Point Decision Report Content and Review Levels

Figure 1425-1b

Project Type	Comments
Modify existing freeway to freeway interchange	To bring to standard
Revise existing component (lengthening or widening)	To meet current geometric control criteria
Ramp modification at the crossroad with no effect on the through lanes of the freeway	New right turn pocket, for example
Add a lane to a ramp that merges before entering the through lane	Adding a lane at the on/off access point requires a decision report
Reconstruct intersection at grade having HAL, HAC, or FAL concerns	Changing an intersection to an interchange or over/undercrossing requires a report unless all geometric control and policy criteria are met.
Modification of the intersection of a ramp and a crossroad	Signalize, redo radii, for example

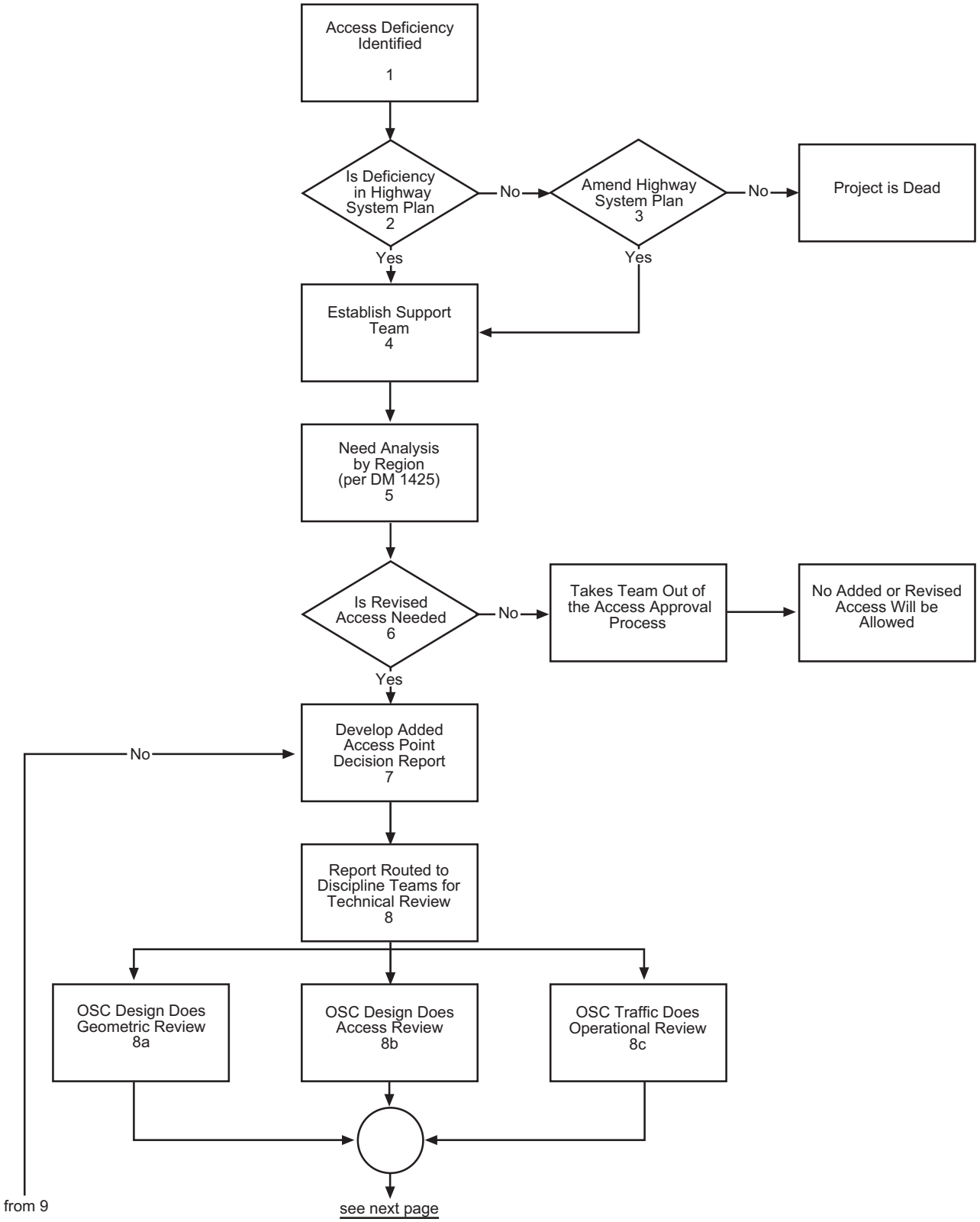
Note:

The table above shows some, but not all, of the types of access revisions that do not require a request and Access Point Decision Report if the following conditions are met.

- It is documented that there will be no adverse impact on the freeway.
- The data used is consistent with the data used in the environmental analyses.
- The access is designed to the design level required by the appropriate Design Matrix.
- Access spacing meets requirements in Chapter 940.
- The project is approved per Chapter 330 as part of the Project Summary approval process.
- Omission of the request and decision report is justified to file with a copy sent to the state Access and Hearings Engineer.

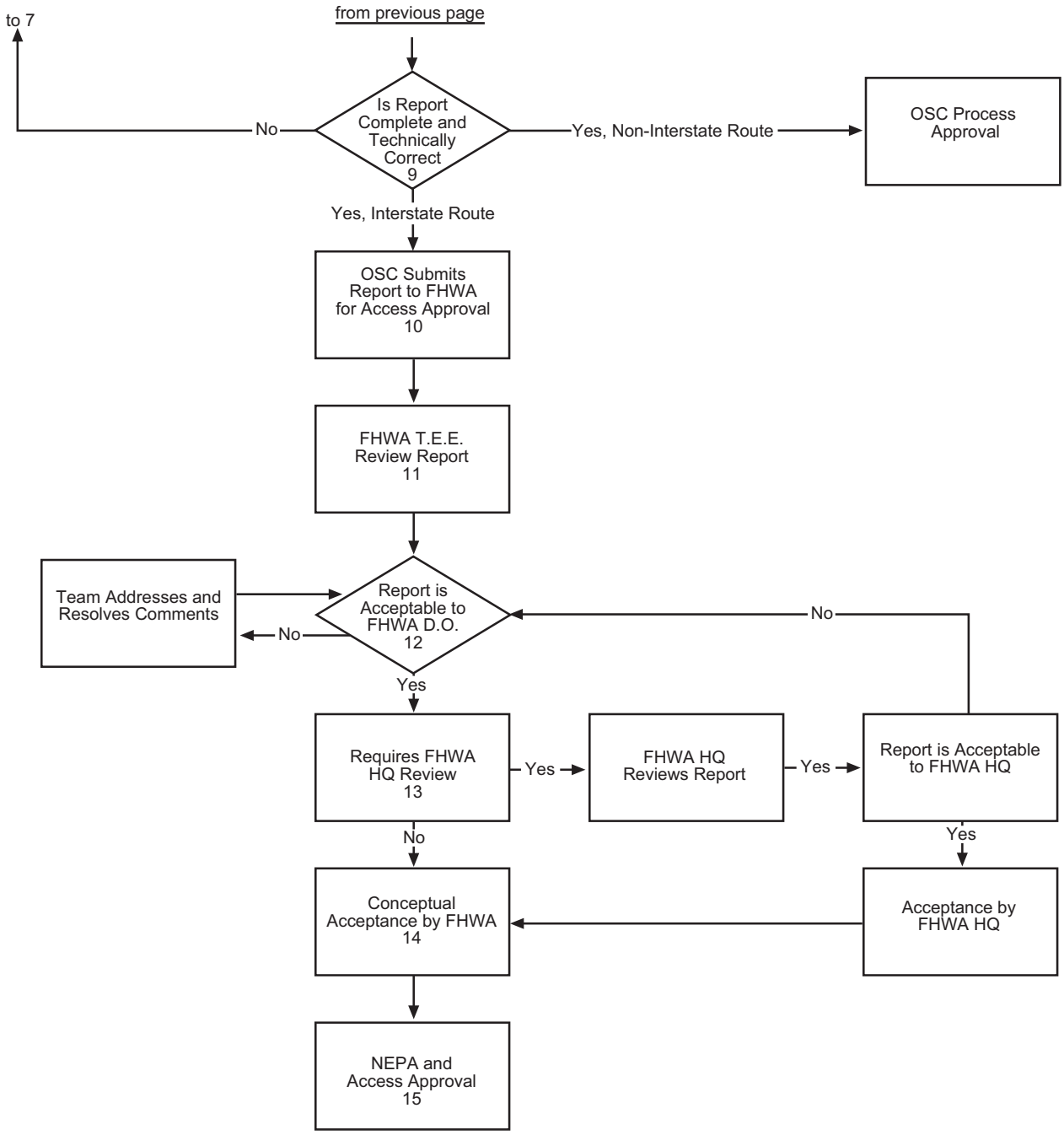
Access Point Decision Report Possibly Not Required

Figure 1425-2



Access Point Decision Report Flow Chart

Figure 1425-3a



Access Point Decision Report Flow Chart

Figure 1425-3b